

CITY COLLEGE OF TAGAYTAY

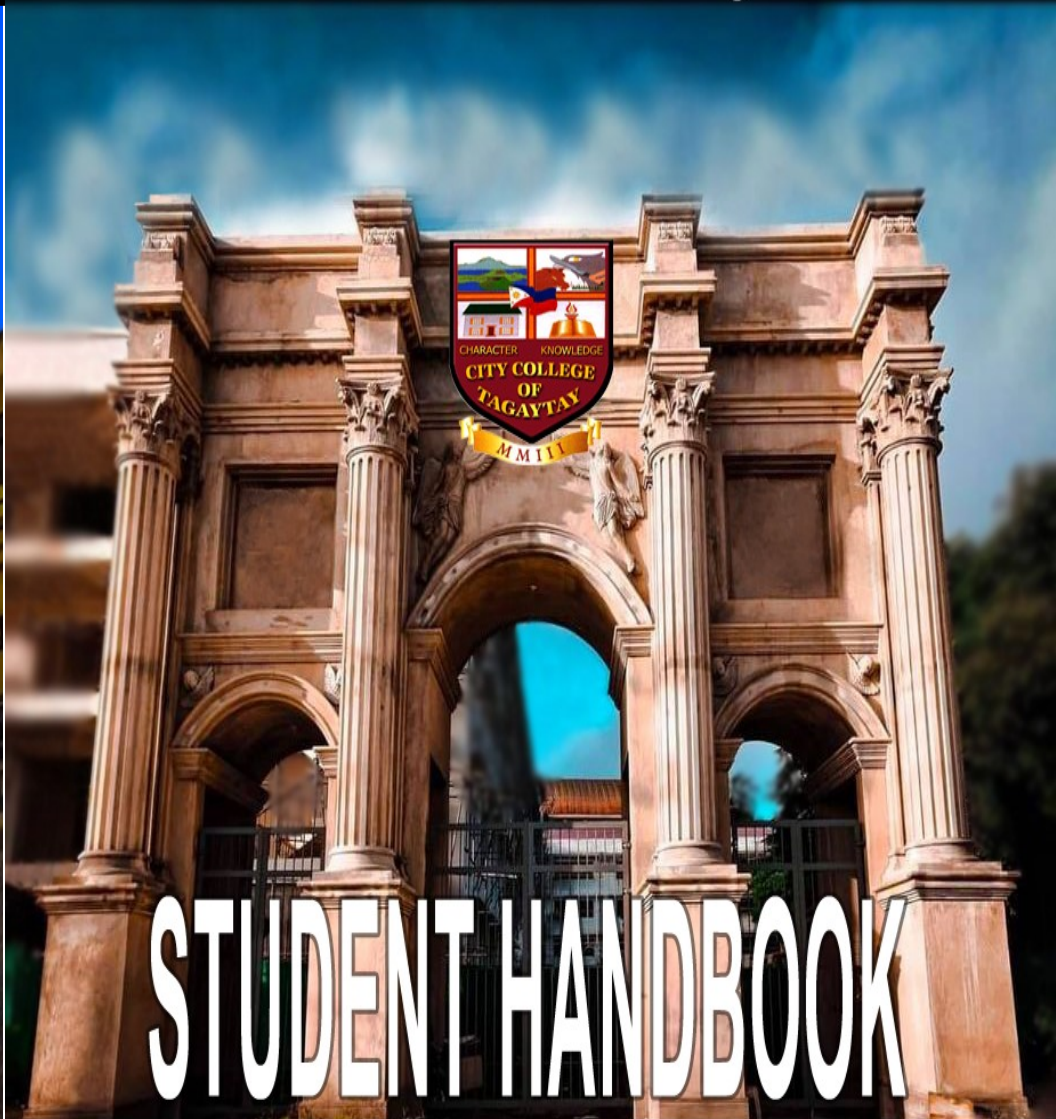
Character & Knowledge



This handbook was reviewed by the 2020 CCT Technical Working Group; approved by the Board of Trustees; and published by the City government of Tagaytay under the leadership of

Mayor Agnes Tolentino.

For exclusive distribution to the students of
City College of Tagaytay



STUDENT HANDBOOK

Policies & Guidelines

2020



<https://citycollegeoftagaytay.edu.ph>



<https://www.facebook.com/citycollegeoftagaytay>



https://twitter.com/cct_edu

MESSAGES



Sen. Francis N. Tolentino
CCT Chairman Emeritus

Warmest greetings to the officials, faculty, students and personnel of the City College of Tagaytay. The directive issued by the Commission on Higher Education regarding the revision of student handbooks with the aim of providing comprehensive and updated information to students is timely and appropriate. From time to time there will always be a need to revise and recalibrate student handbooks in accordance with the call, mood and changing requirements of the times. This is, of course, in the unchanging context of the need for proper dress, decorum, protocol and behavior and the imperative of instilling discipline and effective study habits among our students. I hope and pray that our CCT students will pay serious attention to the new handbook and always keep it close at hand for convenient and instant reference.

More power to you.

Sgd.



Republic of the Philippines
House of Representatives

Hon. Abraham N. Tolentino
CCT Chairman Emeritus

Let me extend my warmest greetings to the administration, faculty and students of City College of Tagaytay. With great pride and joy, let me present to you this CCT Student Handbook. Through the years, our partnership has been significantly life-changing for the youth of Tagaytay City. We have offered not only free tertiary education but more importantly, access to endless possibilities for growth and development. This student handbook shall be your guide as you gather knowledge and build your character within the fortress of CCT. We implore your cooperation and support in implementing school policies and programs, and share with administration the vision of making CCT a premiere educational institution in the locality. Congratulations and more power to the City College of Tagaytay!

Sgd.

CCT Hymn

(NA Ambion)

We are standing side by side

It's our duty to protect you

With your colors seem so bright

Flying birds are staring too.

We will keep you high above

Until all our dreams come true

Praying that you will guide us

And we'll be faithful to you.

*** Rise, rise, rise, Dear Alma Mater

Keep your banner waving in the sky

We will fight till the end of time

So let the colors fly

CCT, dear Alma Mater

Trust in God with a fervent prayer

On the march always remember our

CCT forever

∞



Republic of the Philippines
City of Tagaytay

Hon. Agnes D. Tolentino, DMD

Chairman – Board of Trustees, City Mayor

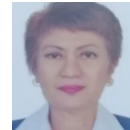
It is my honor to present to you this Student Handbook of the City College of Tagaytay. Let me welcome you to the CCT family and congratulate you for choosing to be our partner for community and character development.

You have embarked on the great journey of educating yourselves in the traditions of excellence, knowledge and character. The journey you have begun, allow me to remind you, is one that is replete with challenges and obstacles. Nevertheless, with your hardwork and determination, coupled with guidance of your mentors, we are assured of your success in the future. May you not forget that what you become is a choice you make today. Therefore, choose to be educated, and choose to fortify your character.

Full of hope and confidence, march down the road you have chosen!

Rest assured that we are one with you in this journey!

Sgd. 



Republic of the Philippines
City of Tagaytay

Pacita Rosario Z. Aquino

College President

May this handbook serve as a guide for you, students, so that the City College of Tagaytay can maintain orderliness and discipline.

CCT intends to implement the rules and regulations stipulated herein, thereby, your cooperation is very essential to ensure your continuous stay in this college.

Sgd. 

FOREWORD

This handbook provides the students concrete perspective to meet the expectations of the College.

This will be your resource manual to provide you a concrete perspective to meet the expectations of the College and help direct your hearts and minds in the development of skills, talents, and proper attitudes toward life as you surf through the vast expense of today's sources of knowledge and information. As such, this will be your reference and guide on the policies, procedures, norms, standards, best practices, service units, academic programs, and campus life as a whole

The new edition will provide you with updated practical and easily accessible information regarding the student regulations in CCT. It aims to increase your effectiveness as a student. It will provide you with ideas, suggestions and guidelines to enable you to achieve academic success by producing quality education outcomes.

The Board of Trustees, Administration staff, employees, faculty members and security officers are considered persons in authority vested with rights and obligations to impose and implement the proceeding rules and regulations.

As a CCT student, you are expected to commit yourself to abide by the rules of discipline, to maintain the good image of the College, to contribute to the actualization of its vision and mission, and most of all to uphold peace and order in the community.



Republic of the Philippines
City of Tagaytay
City College of Tagaytay
Character and Knowledge
Akle St. Kaybagal South, Tagaytay City



PERSONAL INFORMATION SHEET

Name: _____
Address: _____
Contact Nos.: _____
Student No.: _____
Email Address: _____
Course: _____
Major: _____
Name of Parent/Guardian: _____
Address: _____
Contact Nos.: _____

Photo

STUDENT'S AGREEMENT AND UNDERTAKING

I understand that I will comply with the CCT rules for student conduct. I waive and release all claims against the College that may arise or that are caused by my failure to comply with such rules.

I agree that the College reserves the right to enforce the code of conduct described in this Student Manual, in its sole discretion, and that it will impose sanctions, up to and including expulsion from the College, for any violation of these codes or for any conduct harmful to or inharmonious with the interest, unity, and well-being of the College

Signature of Student
Date _____

Signature of parent/Guardian
Date _____

(Student's Copy)

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Article 1

INSTITUTIONAL STATEMENT

You have made the most important decisions in your life and have opened yourself to a whole new world of possibilities by being here -- to be a CCTian.

You are expected to excel in whatever field you put your heart into following the CCT Motto of *"knowledge with good character is power."* In order to excel, start with the right attitudes as you pursue to care of yourself, and take care of this book as well. May God bless your journey with us, fellow CCTians.

Section 1.1. Vision, Mission, Goals and Objectives

Vision: Globally competitive university, upholding character formation, effecting social change

Mission:

The City College of Tagaytay committed to provide a responsive academic programs in the arts, sciences, technology, business and management that will produce graduates equipped with knowledge and skills, possessing high ethical standards and prepared to improve the lives of individuals in a changing and complex global society

Goals:

1. Foster the development of intellectual and technical skills of individuals through quality education;
2. Provide formative activities for personal and moral development; and
3. Collaborate with the community in the pursuit of achieving local, regional and national development goals for the improvement of education in schools, community and workplace settings.

Objectives:

1. To provide quality education that will assist each individual attain personal integrity, enhance participation in the affairs of the society, and acquire strong educational foundation towards his development as a productive and morally upright citizen;
2. To train the individual in the competencies and skills required for national development;
3. To develop professionals to become leaders of the nation in the fields of the arts, sciences, technology, business and management; and
4. To respond to the changing needs and conditions of the society in both national and global arena.



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Signature of Student
Date _____

Signature of parent/Guardian
Date _____

(Registrar's Copy)

Section 1. 2. The Governance of CCT

The governance of the City College of Tagaytay is vested by the Board of Trustees (BOT). The administration and exercise of its powers are vested exclusively in the BOT. At present, the BOT of CCT is composed of the following: The city mayor as Chairman, President of CCT as Vice Chairman and the following as members : CHED representative, CCT Faculty President, CCT President of Student Supreme Council, *Sanggunian* Education Chairman, President of the College Alumni Council, and one prominent representative of the industry. The college has three councils: (1) Administrative Council (2) Academic Council; (3) Research and Extension Council.

The current organization structure comprise of the BOT as the highest governing body and the President who manages the operation of the institution. The College President is assisted by two Vice Presidents, VP for Academic Affairs (VPAA) and VP for Administration and Support Services (VPASS). Under the VPAA are six School Deans, three Directors, Chief Librarian and the Academic council. The VPASS has six directors who manage the Financial Management, Physical Plant Services, Health Services, Civil Security Services, and Administrative Services

Article 2

GENERAL REGULATIONS

Section 2.1. The regulations of CCT as set forth in this Handbook are formulated to ensure the proper order necessary in the pursuit of knowledge and values, to guide the students in attaining the quality of work required of them.

Section 2.2. Every CCT student is expected to observe and abide by the policies and regulations of the College.

Section 2.3. The CCT students are the extension and reflection of the college. Henceforth, whether on-or off campus, they are expected to be a model of the highest norms of behavior, befitting a true scholar, and a future professional.

Section 2.4. The students are expected to know the vision, mission and goals of the college, the meaning of its logo and the CCT hymn.

Section 2.5. The students shall observe and respect the laws of the country, the code of conduct, rules and regulations of the college.

Section 2.6. The students shall extend courtesy and observe etiquette in all areas of interpersonal relationships with any member of the college community and visitors in words and in deeds.

Section 2.7. The students are expected to cooperate in classroom procedures, as well as to help in keeping all classrooms, corridors, walls, boards, furniture, equipment, the campus premises and the structures and other facilities therein clean and orderly. They shall refrain from posting or inscribing offensive or indecent language in the form of graffiti.

Section 2.8. Students shall refrain from boisterous or unbecoming behavior and rude actions that tend to disrupt the teaching-learning process.

Section 2.9. The students are encouraged to attend college, school, and department sponsored activities.

Section 2.10. The students should not stay in the college premises during curfew time (7 pm – 6 am), Sundays, holidays or during class suspensions. However, they may be allowed to stay provided they secure approval from the Dean of the Office of Student Affairs Services (OSAS) as endorsed by their respective school Dean or faculty adviser (in case of student organization). They shall stay only at the approved venue and shall not be allowed to go outside the campus during curfew. The security officers shall be informed of the name of the person/s who will stay and shall monitor the student activities.

Section 2.11. All types of vandalism is strictly prohibited and students or groups found responsible for vandalism will be subject to disciplinary and/or legal action. Examples of which include, but not limited to, destruction of signs, tearing down bulletin boards, graffiti, damage to furniture, deliberate defacement of library materials, laboratory facilities, buildings, sidewalks, walls, trees, unapproved fires, even bonfires, on CCT property.

Section 2.12. Cyberbullying, sexual abuse, smoking, alcohol drinking, and radical behavior that may lead to terrorism are prohibited and will be strictly dealt with in accordance with the College policy.

Section 2.13. Accredited student organizations and student councils may be allowed to use school facilities for their meetings, seminars, conference, cultural presentation, athletic activities and the like, but with prior approval of the College President. Off-campus activities need endorsement of the College President for approval by the City Government.

Section 2.14. A student who wishes to participate in any activity outside the campus as a college representative shall apply for a clearance with the OSAS Dean and shall comply with the existing guidelines on the conduct of off-campus student activities. The OSAS dean shall evaluate the student's application and shall endorse or recommend the same as may be appropriate, to the authorized college official, in accordance with the college policy. Without a written authority and/or without complying with the required documents such as parental consent, medical clearance, and insurance the student's participation shall be considered unofficial/unauthorized and may be subject to disciplinary sanctions.



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Signature of Student
Date _____

Signature of parent/Guardian
Date _____

(OSAS's Copy)

4. Message Board Netiquette and Guidelines

When posting on the Discussion Board in your online class, you should:

- a. Make posts that are on topic and within the scope of the course material.
- b. Take your posts seriously and review and edit your posts before sending.
- c. Be as brief as possible while still making a thorough comment.
- d. Always give proper credit when referencing or quoting another source.
- e. Be sure to read all messages in a thread before replying.
- f. Don't repeat someone else's post without adding something of your own to it.
- g. Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
- h. Always be respectful of others' opinions even when they differ from your own.
- i. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- j. Do not make personal or insulting remarks.
- k. Be open-minded.

5. Attending Online Courses

- a. Be on time
- b. **Wear proper attire.**
- c. **Choose a good location** that is clean and non-distracting background.
Background noise must be avoided
- d. **Mute the screen**
- e. **Be ready to take notes.**
- f. **Give full, focused attention.**
- g. **Participate fully**
- h. **Don't dominate the discussion.**
- i. **Do ask questions** if a teacher is in the middle of an explanation or a thought, then type it into the chat box for the teacher to see
- j. **Be more careful with your words**
- k. **Review your notes and the recording later.**
- l. **Keep up with all assignments.**
- m. **Check your email regularly**
- n. **Apologize for any accidental breach of etiquette.**

Section 2.15. Students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits, etc.) are required to obtain prior approval from the College President or the duly authorized representative and to submit a visitor's List, the purpose of their visit, and their expected date and time of arrival. The properly accomplished form with the attached list shall be forwarded to the Security office for information.

Section 2.16. Students, as individuals, or groups, shall not be allowed to use the name, logo, and seal of the college without the recommendation of the activity adviser and the approval of the duly authorized college official. This applies to printed programs, invitations, announcement, tickets, and the like,

Section 2.17. For students' educational tours, field visits, outings, and other similar activities, the faculty in-charge is required to submit a written request addressed to the College President through the Vice-President for academic Affairs, duly recommended by the Chairperson and the Dean. The other requirements stated in the CHED such as, but not limited to parental waiver/consent, group insurance must likewise be complied with. These activities shall not be made a substitute for a major examination and shall not be scheduled one (1) week before or after a mid-term or final examination. Any activity of this sort should not be made compulsory and shall not be taken as substitute for any academic requirements such as mid-term examination, final examination and the like unless required by the subject curriculum

Section 2.18. Students and/or student organizations shall not engage in any fund raising activity without the necessary approval of the authorized college official/s and without complying with the approved policies on fund raising.

Section 2.19. The College President, upon the memorandum order from the office of the Provincial Governor and/or the office of the City Mayor, shall suspend classes in case of serious weather disturbance, calamity and/or other emergency situations.

Section 2.20. Students who violate the aforementioned rules and regulations shall be meted with corresponding disciplinary measures as stated in the Code of Discipline.

Article 3

STUDENTS' RIGHTS

Section 3.1. Fundamental Rights

The CCT students shall

1. not be denied admission to nor be expelled by the school on account of his/her physical handicap, socio-economic status, political or religious beliefs, sexual orientation or membership in student organization, nor shall pregnant students and certified reformed drug abusers be discriminated against;
2. safe and free from danger and omissions that endanger safety and peace of mind;
3. have provision to competent instruction and quality education relevant to their personal and cultural development;
4. be treated with dignity and respect, at all times, by all members of the CCT community and within its premises;
5. enjoy within the confines of the college the freedom of opinion of speech, and of expression in accordance with the **Anti-Terrorism Act of 2020, Section 9** and to existing rules and regulations of the college;
6. be informed of the rules and regulations affecting them like the duly approved rules and policies defining and governing proper conduct and the system of sanctions and consequence that is in place;
7. have fair access to adequate college services and facilities; to avail of school Guidance and Counselling Services;
8. have access to the library in accordance with their approved rules and regulations;
9. have access to their own school records, the confidentiality of which shall be maintained and preserved by the College
10. be entitled to prompt correction of his or her official records if an error is found and duly proven.

Section 3.2. Academic Rights

1. Every CCT student has the right to avail free education, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as a person with human dignity by ensuring that;
 - Faculty members are obliged to submit the final grades of their students within the submission deadlines specified in the academic calendar.
2. Students have the right to choose their fields of study available and to continue until they graduate in their programs, provided that academic sanctions have not been served during their stay in the college
3. Students shall be provided with OBE-based course syllabus within the first meeting of the class.

2. General Guidelines

When communicating online, you should always:

- a. Treat your instructor and classmates with respect in email or any other communication.
- b. Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- c. Unless specifically invited, don't refer to your instructor by first name.
- d. Use clear and concise language.
- e. Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- f. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you," and
- g. Avoid using the caps lock feature LET US MEET 2MORO.
- h. Use standard fonts such as Arial, Calibri or Times new Roman and use a size 10 or 12 pt. font
- i. Limit and possibly avoid the use of emoticons like :) or J.
- j. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- k. Be careful with personal information (both yours and other's)
- l. Do not send confidential information via e-mail.

3. Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- a. Use a descriptive subject line.
- b. Be brief.
- c. Avoid attachments unless you are sure your recipients can open them.
- d. Avoid HTML in favor of plain text.
- e. Sign your message with your name and return e-mail address.
- f. Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- g. Be sure you REALLY want everyone to receive your response when you click, "reply all."
- h. Be sure that the message of the author is intended for the information to be passed along before you click the "forward" button

Article 7

ETIQUETTE GUIDE FOR OFFLINE/ONLINE COURSES

7.1 Offline /Classroom Etiquette

The classroom should be a learning-centered environment in which faculty and students are unhindered by disruptive behavior. College students are expected to act in a mature manner and to be respectful of the learning process, the instructor and fellow students. Faculty members have the authority to manage their classrooms to ensure an environment conducive to learning. Certain policies shall include prohibition against disruptive activities of tertiary students as follows:

- a. Take responsibility for one's education
- b. Attend every class.
- c. Get to class on time.
- d. Do not have private conversations that may distract other students
- e. Turn mobile phones off.
- f. Do not dominate other students' opportunity to learn by asking too many questions.
- g. Respect the instructor.
- h. Respect and support classmates
- i. Come to class prepared. Turn in work on time.
- j. Do not bring children to class

7.2 Online Etiquette

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

1. Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- a. Don't share your password with anyone.
- b. Change your password if you think someone else might know it.
- c. Always log out when you are finished using the system.

4. Student's academic freedom shall consist of, but not limited to the following:
 - a. Conducting research in connection with academic work, and to freely discuss and publish their findings and recommendations
 - b. Choosing a field of study for research and to pursue the quest for truth, to express their opinion on any subject of public or general concern which directly or indirectly affects the students or the educational system.
 - c. Inviting off-campus speakers or resource persons to student-sponsored assemblies, for a, symposia, and other activities of similar nature to specifically discuss the topics in the approved activities.
 - d. Being informed of the revised student handbook which include the school rules and regulations, a copy of which shall be furnished to the student upon admission to the school.
5. The students have the right to fair, transparent and objective evaluation of their academic performance based on duly-approved standards of excellence.
6. Students are guaranteed freedom to the extent that they may pursue independent inquiry, free from unwarranted interference and influence and to express freely their contrary opinions, points of view and suggestions, within the bounds of College rules
7. Students shall be given the opportunity to evaluate objectively faculty performance and course delivery, curriculum of degree program and course syllabus without fear of reprisal.

Section 3.3. Representation Rights

1. Students shall be duly represented by the Supreme Council President in decision-making, formulation and development of policies and adjudicatory bodies as well as provide opportunity to participate in or influence the governance of the college.
2. The student representative shall have the right to hold activities inside and outside campus for purposes not contrary to law and within the rules and regulations of the college subject to the guiding principles of the college.
3. The students shall be provided space for the office of student organizations within the premise of the school. The school may also allow the student organizations to use school facilities free of charge subject to the existing policies of the college.

Section 3.4. Procedural Rights

1. Every student has the right to due process of law and to the integrity of the administrative procedure
2. Students are entitled to prompt and proper resolution of cases.
3. Students have the right to appeal all decisions of the college while exhausting all possible administrative remedies in accordance with the CCT charter and its implementing rules and regulations

Section 3.5. Other Rights

1. Delinquent students shall be subject to the rights of the school to suspend enrolment and/or to withhold the release or issuance of the school clearance prior to their graduation until all prior delinquencies are fully obliged.
2. The academic atmosphere must be free from fear and unreasonable restraint, hence no military detachment or personnel shall be installed inside the school premises.
3. In case of violations of "No ID, No Entry or No Uniform policies, the students concerned shall not be denied entry provided that sufficient proof is presented that they are bona fide students of CCT
4. The students have the right to receive official school certificates, diplomas, transcript of records, grades, transfer credential, and other similar documents within thirty (30) days from request;

Article 4

CODE OF CONDUCT

All students of City College of Tagaytay are expected to conduct themselves properly, to respect the persons around them and the rights of their fellow students, faculty members, school administrators, school authorities and employees. Also, they should preserve human dignity and uphold the good name of the College at all times

Section 4.1. General Behavior

1. Academic Norm

Academic excellence, respect for persons, faithful obedience to the rules and regulations of the College are trademarks of a true CCTians and a concrete manifestation of the College Motto: "**knowledge with good character is power.**" To pursue excellence in academics, a student is subject to the following rules:

1. Must study well to comply with the academic requirements of the College.
2. Should strive to get high grades in all subjects.
3. Must report immediately on the first day of classes and always bring the registration form signed by all teachers of the subjects enrolled in.
4. Shall be given a written warning by the faculty adviser for obtaining a failing grade in any subject.
5. Shall be automatically placed under academic probation in the current semester of his enrolment for being given a written warning for two (2) successive semesters.

6. *Sexual misconduct* - Any conduct among students that is not legitimately related to the subject matter of a course or curriculum, that result in an intimidating, hostile or offensive environment for the student in accordance with **RA No. 7877**, otherwise known as Anti-Sexual Harassment Law, Section 3 (b)4) which includes one or more of the following:
 - a. Comments of a sexual nature, including explicit statements, questions, jokes, anecdotes, or graphic material (e.g., visuals, social media posts, which are sexually explicit);
 - b. Unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
 - c. Remarks of a sexual nature about a person's clothing or body;
 - d. Insulting sounds or gestures, whistles, or catcalls;
 - e. Invading someone's personal space by blocking his/her/their path;
 - f. Unwelcome and inappropriate letters, telephone calls, electronic mail, instant or text messaging, or other communication;
 - g. Displaying sexually suggestive objects, pictures, cartoons, or poster
7. *Plagiarism*- is the use, without giving reasonable and appropriate credit to or acknowledging the author or source, of another person's original work, whether such work is made up of code, formulas, ideas, language, research, strategies, writing or other forms (**R.A. 8293 Article 172**). It can take several forms, including, but not limited to:
 - a. Copying the exact word of another writer in part of a paper without both citation and quotation marks
 - b. Cutting and pasting material from Internet or other electronic resources without proper citation of sources
 - c. Paraphrasing or summarizing idea of other writer without acknowledging its source
 - d. Accepting excessive assistance from another person in writing a paper without informing readers of the nature and extent of that collaboration
 - e. Submitting for credit a complete paper or portion of paper written by another person, no matter whether the paper was purchased, shared freely, stolen, found or acquired by other means
 - f. Submitting music, drawings, paintings, sculptures, or photographs that copy or rarely closely on the work of other artists, without explicitly citing the original source;
 - g. Writing a computer program that is the same or closely similar to existing sources
 - h. Accepting credit for a project, multimedia presentation, poster or other assignment that draws dishonesty on the work of others

Section 6.4 Prohibited Activities

1. *Insurgency* - Any student activity that is subversive in nature and one which incites insurgency including those against the existing college rules and regulations is strictly prohibited in accordance with **RA No. 11479**, otherwise known as Anti-Terrorism Act of 2020, Section 4 and 9.
2. *Hazing* - initiation or any form of action that may inflict physical, moral, financial and psychological harm to student are prohibited (**RA No.11053**, otherwise known as Anti-Hazing Act of 2018, Section 4g)
3. *Prohibited lifestyle behaviors* - must avoided like smoking, drinking, alcoholic beverage, gambling, taking prohibited drugs (**RA No. 9165** Comprehensive Dangerous Drugs Act of 2002, Section 15) or engaging in any unlawful activity while inside the college premises
4. *Cybercrime* - also called computer crime, the use of a computer as an instrument to further illegal ends, such as committing fraud, trafficking in child pornography and intellectual property, stealing identities, or violating privacy (**RA No. 10175** or "Cybercrime Prevention Act of 2012") the common forms of cybercrime are as follows but not limited to :
 - a. phishing: using fake email messages to get personal information from internet users;
 - b. misusing personal information (identity theft);
 - c. hacking: shutting down or misusing websites or computer networks;
 - d. spreading hate and inciting terrorism;
 - e. distributing child pornography
 - f. Virus Dissemination
 - g. Cyber/internet/computer stalking
 - h. Software piracy
5. *Cyber-bullying* or any bullying done through the use of technology or any electronic means like sending unwelcome emails or text messages, threats, sexual harassment, hate speech, ridiculing someone publicly, and posting lies, rumors, or gossip is within **RA No. 10627**, otherwise known as Anti-Bullying Act of 2013. prohibits students to practice bullying in the forms of
 - a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
 - b. Any act that causes damage to a victim's psyche and/or emotional well-being;
 - c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes, and body;

6. Shall be given a limited subject load for the current semester while on academic probation.
7. Shall continue to be on academic probation during his next enrolment with another reduction of his study load in case of failure in one subject.
8. Shall be asked to see the Guidance Counselor for advice as to career path for failing in any subject while on probation
9. Shall cease to be on academic probation by passing all subjects in a given semester
10. Shall be dismissed from the college for scholastic delinquency when obtaining failing grades in more than fifty percent (50%) of the total unit load.

2. Social Norms

In order to ensure an atmosphere conducive to the promotion of the common good, a student shall observe the following norms:

1. Promote and protect the good name of the City College of Tagaytay.
2. Show respect and courtesy to all individuals, on or off-campus.
3. Refrain from giving unfavorable and/or offensive remarks against other persons regardless of gender, creed, race, status, and political affiliations.
4. Avoid public display of affection or acts or gestures of intimacy which offend the sensibilities of the members of the University community.
5. Switch off all cellular phones, alarms, and other communication equipment during classes and other College functions;
6. Observe and/or conform to classroom rules and regulations.
7. Develop a well-balanced personality by actively participating in school-sponsored activities;
8. Refrain from joining any illegal or unauthorized organization or those not accredited by the College in accordance with Republic Act 11479;
9. Must not be involved in hazing, initiation or other acts that inflict physical, moral or psychological harm in accordance with RA 8049, otherwise known as Anti-Hazing Law.
10. Uphold the standards of responsibility and dignity at all times in adherence to the vision and mission of the College.
11. Must not congregate in groups with the intent to cause disturbance or disruption of operations or activities of the college;
12. Must not submit any falsified or tampered letters or documents.
13. Must not engage in any individual or group action against the College or its representative.
14. To remain in good standing, a student should not join any organization not officially recognized by the College.

3. Decorum

- a. While inside the classroom, a student:
 - i. shall keep the classroom clean, orderly and free from litter;
 - ii. shall rise when called upon to recite, to ask questions or to participate in the class discussion as a sign of respect;

- iii. shall Leave the room quietly and in an orderly manner;
 - iv. may leave the classroom only with the permission of the professor;
 - v. shall not eat nor smoke in the classroom and in all other restricted areas; shall not cheat nor commit any form of dishonesty in relation to his studies;
 - vi. shall follow college rules and regulations governing them during emergencies, such as fire, earthquake, flood;
 - vii. shall enter only after the outgoing class has left the room;
 - viii. shall not call a student inside the class during class hours without the prior written approval of the Dean.
- b. While in corridors and passageways, a student:
- i. shall keep corridors clean at all time;
 - ii. shall keep to the right side when walking along the corridors and stairways;
 - iii. shall keep all stairways and corridors clear for passage;
 - iv. shall not loiter or create any disturbance/noise along the school corridors while classes are going on.
- c. While in attendance during School Programs and Performances, a student shall:
- i. be punctual in attending school programs or activities;
 - ii. observe silence and refrain from creating noise that would distract the affair. If it becomes necessary for a student to leave before the end of the program, the student should wait until the number being performed is over before he makes his exit discreetly;
 - iii. sit properly at all times and should avoid having loud and extended conversation with others while the program is going on;
 - iv. show appreciation by applauding politely after each performance;
 - v. allow the guests to leave the hall first before he exits after the program.

Section 4.2. School Uniform / Haircut

1. A strict dress code approved by the College President must be complied with by all students
2. All students are required to attend classes in their prescribed uniform:
 - **For Male Students** (White polo with college patch, White *sando* or plain shirts, Black slacks pants straight cut and Black shoes)
 - **For Female Students** (White blouse with college patch, Black slacks pants straight cut, Black closed shoes)
3. Wearing of Uniform. – Students shall wear the prescribed uniform from Monday to Friday.

| Grave Offenses | | Disciplinary Sanctions | | |
|----------------|---|---|---|---|
| | | 1st Offense | 2nd Offense | 3rd Offense |
| | Theft | Reprimand, and One (1) week suspension | Two (2) week suspension | Dismissal |
| | Vandalism / Destruction and other intentional damage to College property or of an individual person's property | Two-week suspension and & restitution of damaged college property or individual person's property and filing of administrative case | Dismissal & restitution of damaged college property or individual person's property and filing of criminal case | |
| | Direct or indirect assault upon the person or any member of the College academic community | One-month suspension | Dismissal and filing of criminal case | |
| | Carrying deadly weapons such as firearms, explosives, ice picks, knives, and the like within the College premises | Dismissal and filing of criminal case | | |
| | Possession or use of prohibited drugs such as LSD, marijuana, heroin, shabu or opiate of any kind | Dismissal and filing of criminal case | | |
| | All forms of bullying and/or harassment, threat and intimidation | One-week suspension | Two-week suspension | Case forwarded to the Student Discipline office |
| | Hazing and Fraternity- related violence | Reprimand/ Counseling / two week suspension | Dismissal | |
| | Preventing and/or threatening any student or school personnel from entering school premises to attend their classes and/or discharge their duties | Reprimand/ counseling/ / two-week suspension | Dismissal | |
| | Unauthorized collection of money in any transaction pertaining to the College | Reprimand/ counseling/ / two-week suspension | Dismissal | |
| | Sexual Misconduct | Reprimand/ counseling/ / two-week suspension | Dismissal | |

Section 6.3. The Office of the Student Affairs and Services, through the Student Discipline Office, shall monitor the student violators' strict compliance to given sanctions and clearance shall be released to them upon completion of punishment.

| Moderate Offenses | | Disciplinary Sanctions | | |
|-------------------|---|---|--|---------------------|
| | | 1st Offense | 2nd Offense | 3rd Offense |
| 17 | Gross act of disrespect in word and in deed which tend to put any member of the faculty, administration or non-teaching staff in ridicule or contempt | One-week suspension | Two-week suspension | Dismissal |
| 18 | Acts of dishonesty | Failing grade in the examination quiz concerned | Failing grade in the subject concerned | Two-week suspension |
| 18.a | Unauthorized possession of notes or any material while taking the exam particularly those that were actually used | | | |
| 18.b | Copying from another's examination papers or allowing another to copy from one's examination papers | | | |
| 18.c | Having somebody else take the examination for him/her (in which case both shall be liable); and | | | |
| 18.d | Submission of fraudulent documents and/or falsification of public documents | Failing grade in the activity / work concerned | Failing grade in the subject concerned | Two-week suspension |
| 19 | Passing of another's work as if it's one's own work any assigned report, term paper, case analysis, reaction paper, and the like, copied from another | | | |

C. Grave Offenses

| Grave Offenses | | Disciplinary Sanctions | | |
|----------------|--|---|-------------------------|-------------|
| | | 1st Offense | 2nd Offense | 3rd Offense |
| | Entering or being in school premises in a state of intoxication and bringing in and/or in possession of liquor and other intoxicating drinks in the College premises | Reprimand and barred from entering the campus/classes and One (1) week suspension | Two (2) week suspension | Dismissal |
| | Gambling, betting or similar engagement in any game of chance within the school premises | Reprimand, and One (1) week suspension | Two (2) week suspension | Dismissal |
| | Use of internet/IT facilities within the campus for gaming, pornography, cyber bullying and the like | Reprimand, and One (1) week suspension | Two (2) week suspension | Dismissal |

- Physical Education/ /Laboratory uniforms shall be worn only during the prescribed time/period.
- Full Time working students must obtain a permit from the Office of Student Affairs and Services if they want to wear their office uniform while attending their classes. The student should present a certificate of employment to get this permit.
- A student who is exempted or who cannot wear the prescribed uniform for valid reasons may be allowed to attend his classes provided a certification to this effect is issued by the Office of the Discipline. Female students are exempted from wearing the prescribed uniforms only when pregnancy becomes evident.
- A student with dyed or colored hair and a male student sporting long hair shall be denied entry to the campus.
- A student who wears civilian attire without permit inside the campus shall be issued a violation slip by the proper authorities. His I.D. shall be confiscated and turned over to the Office of the Discipline. The student concerned can retrieve his I.D. from the said office when he surrenders the violation slip for the imposition of the appropriate sanction.

A student adheres to the conventions of good grooming and refrain from wearing attire that tend to scandalize or offend the sensibilities of other members of the academic community such as but not limited to, shorts or mini -skirts (more than 3 inches from the center of the kneecap), plunging necklines, backless and skin-tight outfits, halter tops, hanging shirts, undershirt (sando), rift jeans, athletic shorts, see-through attires, sleeveless body hugger, rubber sandals, bedroom or any form of slippers.

Section 4.3. Wearing of Identification Card

- The students shall observe the following guidelines on the use of official Identification cards (ID):
 - Upon admission to the college every CCT student is issued an official ID card and must have this card validated by the concerned School at the start of every term.
 - Wearing of ID card in and off the campus activities is mandatory.

Section 4.4 Safety, Security, and Health Protocol

- Health Protocol During Pandemic
 - Wearing of face mask is a must upon entering the school campus
 - Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult.
 - Stay at Home or Self-Isolate when exposed to someone with Covid-19

- d. Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and wash hands or hand sanitize with alcohol immediately
- e. Hand wash with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol
- f. Stay at least 6 feet apart, in close shared spaces

2. Tagaytay City Emergency Hotlines:

| | |
|---|----------------|
| Philippine National Police | (046)-413-1282 |
| Ospital ng Tagaytay | (046)-483-2160 |
| Tagaytay City Rescue (TCDRRMO) | (046)-483-0446 |
| Tagaytay City Bureau of Fire Protection | (046)-483-1193 |
| TOPS-Tagaytay Office of Public Safety | (046)-682-0299 |
| Meralco | (046)-413-4100 |
| Tagaytay City Water District | (046)-413-1312 |

3. Emergency Situations and Procedures

a. Fire

In the event of fire:

1. Leave immediately.
2. Assist the disabled in exiting the building.
3. Once outside, move to a clear area upwind, if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crew
4. If not in immediate danger, remain at the scene to direct security officers or firefighters to the fire.
5. **Do not return to an evacuated building unless told to do so by a police officer.**
6. Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews to your location.

b. Earthquake

Although earthquakes are not common in this area, Tagaytay is close to the fault line. Hence, the following guidelines shall be followed in case such an event occurs.

| Minor Offenses | | Disciplinary Sanctions | | |
|----------------|--|--|---|-------------------------|
| | | 1st Offense | 2nd Offense | 3rd Offense |
| 6 | Wearing of inappropriate attire | Three (3) hours community campus service | Six (6) hours community campus service | Two (2) days suspension |
| 7 | Wearing of earrings inside the campus for male students. Multiple earrings for female students. | Confiscation of earrings and counseling | Counseling and six (6) hours community campus service | Suspension for one week |
| 8 | Unauthorized stay (overnight or holidays) in campus | Three (3) hours community campus service | Six (6) hours community campus service | Two (2) days suspension |
| 9 | Deliberate disruption of classes, academic function, official meeting or school activity which tends to create disorder or disturbance | Three (3) hours community campus service | Six (6) hours community campus service | Two (2) days suspension |

B. Less Grave / Moderate Offenses

| Moderate Offenses | | Disciplinary Sanctions | | |
|-------------------|---|--|--|---|
| | | 1st Offense | 2nd Offense | 3rd Offense |
| 10 | Smoking | Reprimand | One-week suspension | Two-week suspension |
| 11 | Unauthorized use of name, logo, seal of the College, in printed programs, invitations, announcements, tickets, and the like | Reprimand | Two (2) days suspension | Case forwarded to the Student Discipline office |
| 12 | Unauthorized use of school facilities | Three (3) hours community campus service | Six (6) hours community campus service | Two (2) days suspension |
| 13 | Unauthorized educational trips, excursions, activities and the like conducted by students/student organization | Six (6) hours community campus service | Two (2) days suspension | Case forwarded to the Student Discipline Office |
| 14 | Illegal posting of bills, posters, tarpaulins and the like | Three (3) hours community campus service | Six (6) hours community campus service | Three (3) days suspension |
| 15 | Littering | Warning | One (1) day suspension | One (1) day suspensions and one-week cleaning inside the campus for two (2) hours per day |
| 16 | Scandalous Display of affection | Reprimand | One-week suspension | Dismissal |

Article 6

OFFENSES AND SANCTIONS

Section 6.1. Reason for Sanctions

The rationale of sanctions is basically two-fold in intent and purpose: instructive, i.e. to impart in students the awareness and consequences of an unacceptable behavior as well as punitive or deterrent, i.e. to punish or deter students for having committed or from intending to commit grave or repeat offense as well as vindicate the victim as regards the effects of the misbehavior. This section classifies the types of offenses and their corresponding sanctions

Section 6.2. Violations and Disciplinary Sanctions

A. Minor Offenses

| Minor Offenses | | Disciplinary Sanctions | | |
|----------------|---|---|---|---|
| | | 1st Offense | 2nd Offense | 3rd Offense |
| 1 | Failure to conspicuously wear the validated ID at all times inside the campus | Secure student entry slip from the OSAS Dean | Warning slip will be given by the Office of Student Discipline. Parents informed about the offense committed by the student | Minimum of three (3) days suspension |
| 2 | Loss of ID | Warning and payment of cost of printing | Warning and 16- hour student assistant service to be rendered within seven (7) school days upon report of loss on top of the cost of printing | Notarized affidavit attesting to the reason of loss of ID |
| 3 | Loss of Registration certificate | Warning and payment of the cost of printing of new registration certificate | Warning and 16- hour student assistant service to be rendered within seven (7) school days upon report of loss on top of the cost of printing | 24- hour student assistant service to be rendered within seven (7) school days upon report of loss on top of the cost of printing |
| 4 | Using fake, non-validated ID/ another person's ID or lending one's ID for the use of another person | Warning plus one (1) day suspension | The case shall be referred to the Student Discipline Office | |
| 5 | Failure to secure on time or late filing of application for ID | Three (3) hours community campus service | Six (6)hours community campus service | Two (2) days suspension |

1. Basic guidelines for an earthquake:

- Do not attempt to exit a building or vehicle
- If in an office or room:
 - Get under a table or desk or brace yourself in an interior doorway.
 - If no desks, drop to knees, fold arms close to knees and bury your face in your arms, use notebooks or jackets for added protection for your head.
 - Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects which might slide or fall.
- If in a hallway, take the following actions:
 - Get in an interior doorway, brace yourself against the side jambs (post or surface of a doorway).
 - Drop to knees, fold arms close to knees, bury your face in your arms, use notebooks, or jackets for added protection of your head.
- If outdoors, move away from buildings, power lines, utility poles, and other structures.
- In an automobile, stop in the safest place available, preferably an open area away from power lines, light poles, and trees.
- Stay in the vehicle for the shelter it offers.

Article 5

CODE OF DISCIPLINE

As members of the College community, students and student organizations have an obligation to know and abide by the Student Code of Conduct. Through its policies and regulations, the College has identified the behavioral expectations it has for its students. The College expects that students will behave in a mature and responsible manner at all times. Students who fail to do so may be referred to the College's Student Conduct System

Section 5.1. Student Discipline

The institution ensures judicious implementation of rules and regulations governing student behavior and conduct.

- The rules and regulations in the Students' Code of Conduct define appropriate student conduct and prescribe sanctions for misconduct such as but not limited to acts of vandalism, exaggerated utterances, irresponsible and libelous statements and other negative acts of militancy that threaten peace and order and private and public properties inside and outside of the College.

Section 5.2. The Student Disciplinary Committee

1. The Student Disciplinary Committee shall be composed of Coordinator of Student Discipline as Head, the Chairperson of the department where the respondent is enrolled (or his representative) as Member, one (1) student member, and two (2) members of the Faculty designated by the College President for a term of one (1) School Year, as Member. During certain times of the year having a student member may not be feasible (e.g. during the start or end of the semester, during examination periods and summer session, as well as other times deemed necessary due to calendar, personnel, and/or other special consideration).
2. At the hearing board, the following individuals may be present:
 - a. Head of Student Discipline Office
 - b. Three Committee members;
 - c. Responding Party or Respondent(s);
 - d. Reporting Party or Complainant(s)
 - e. Advisor for the Reporting and/or Responding party (if applicable); *If concurrent criminal or civil charges have been filed in association with the incident then the student may have a non-College-related attorney present at the hearing as a non-participating observer;*
 - f. Witnesses (only while providing relevant information).
3. The Student Disciplinary Committee shall have jurisdiction over cases brought to its attention by persons in authority or group of students with the persons in authority or group of students with the consent of the Office of Student Affairs and Services.
4. The Student Disciplinary Committee shall review cases/ violations and recommend disciplinary sanctions to the College Administrator and or to the Board of Trustees/ CHED.

Section 5.3. Disciplinary Sanctions

Sanctions or penalties are imposed to prevent tendencies to commit similar or graver offenses. This is for the protection of a just and humane CCT community. Student violations may be categorized as:

- a. Minor Offenses
- b. Less grave or moderate offenses
- c. Grave or major offenses

Section 5.4. Schedule of Penalties

1. Minor Offense

1st offense: Reprimand/warning from the Guidance Office and notice to parents or guardian, with letter of apology which shall be formally recorded and signed by the concerned, noted by his/her Dean, attested his/her parent. A copy of which will be forwarded to the concerned Dean, student concern and file of the Guidance office.

2nd offense: Ten (10) hours of community service within a week

3rd offense: Twenty (20) hours community service within 2 weeks

2. Less Grave / Moderate Offenses

1st offense: Reprimand/warning from the Guidance Office and notice to parents or guardian, with letter of apology which shall be formally recorded and signed by the concerned, noted by his/her Dean, attested his/her parent. A copy of which will be forwarded to the concerned Dean, student concern and file of the Guidance office. Community service of 8 hours within a week.

2nd offense: Suspension for two (2) weeks

3rd offense: Suspension for the rest of the semester

Additional sanction in exam and report - related offenses

1st - failing grade in the particular exam

2nd - failing grade in the subject concerned

3rd - Suspension for the rest of the semester

3. Grave /Major Offenses

Violations covered by the Republic Acts that include, Anti-Terrorism Act, Anti-Hazing Act, Comprehensive Dangerous Drugs Act, Cybercrime, Prevention Act, Anti Bullying Act, Intellectual Property Code, and Anti-Sexual Harassment Law.

1st offense: Reprimand/warning from the Guidance Office and notice to parents or guardian, with letter of apology which shall be formally recorded and signed by the concerned, noted by his/her Dean, attested his/her parent. A copy of which will be forwarded to the concerned Dean, student concern and file of the Guidance office. Community service of 16 hours within a week

2nd offense: Suspension for three (3) weeks or suspension for the rest of the semester

3rd offense: Dismissal from the College

4. Recidivism

- a. Frequent commission of Minor Offense eventually falls into a Less Grave Offense and thereby imputed with the sanction corresponding to a less Grave Offense.
- b. Recidivism of a less grave offense adopts the penalty and constructive processes applied to grave offenses.
- c. The act of continuing to commit violations even after having been punished of a Grave Offense is automatically sanctioned with expulsion from the College